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Subject: Webmail

It is important that you do periodical maintenance on you webmail. You need to empty your inbox, deleted items, and sent items. If you do not keep these relatively clear you will stop getting email. If you want to keep emails I would suggest saving them as a pdf and putting them in a folder on your computer. If the folder gets large burn them to a CD. Also please make sure you trash the attachments that are opened and downloaded to the desktop of the computer you are on or on the desktop of your server folder. Then empty the trash.

Thanks
Maribeth